

Emergency Food and Shelter Board Meeting Minutes
February 11th, 2010
1:00 p.m. Five County AOG Conference Room

Members in Attendance:

Dennis B. Drake	Washington County Commissioner, Chair
Nancy Neff	Salvation Army
Stephanie Hagberg	Formerly Homeless
Deacon Jack Gorman	St. George Catholic Church
Ellen Nathan	Jewish Organization
Heidi Allen	United Way Dixie
Tracy Garrett	Volunteer Programs
Reverend Susan Wiltsey-Smith	Episcopal Ministries Southwest Church
Gloria Dahl	Low Income Advocate
Jane Lewis	Community Action Program

Invited, but not in Attendance:

Logan Sisam	American Red Cross
Susan Wooten	United Way – Iron County
Karma Greyman	Native American
Rene Pace	River of Life Church
Fred Morse	New Beginning Baptist Church
Mike Miller	LDS Transient Office

Others Present:

Beth Cottam	FCAOG, staff
Brenda Mckee	FCAOG, staff
Jane Hepworth	FCAOG, staff
David Demille	The Spectrum

I. WELCOME AND INTRODUCTIONS

Commissioner Dennis Drake welcomed the board members and thanked all in attendance. A quorum was present. Commissioner Drake said this was an important time to come together to address the social aspects of the five counties. He indicated community needs are increasing because of continuing unemployment throughout the area.

II. ORIENTATION TO PHASE 28'S EMERGENCY FOOD & SHELTER PROGRAM

Commissioner Drake turned the time over to Ms. Beth Cottam. Ms. Cottam shared information regarding the purpose of the Board, the make up of the National Board, and the purpose of the program. She passed out a copy of an updated board member contact list and a copy of a program summary report. After giving a general orientation to the Board, she addressed questions, reported about the public notices placed in news papers, told about applications being sent regarding phase 28 funding. She informed the council that each Board member will receive copies of all the Emergency Food and Shelter applications to review before the next meeting.

III. EMERGENCY FOOD & SHELTER FUNDING

Ms. Cottam indicated there are three jurisdictions in the Five County area. Iron County and Washington County get direct allocations from the National Board which makes both of them their own jurisdiction. Washington County will be receiving \$66,268 and Iron County will be receiving \$20, 309. The state of Utah has to share the state set aside money for any other jurisdictions that do not receive direct funding. The three counties which will receive state set aside money to share between them will be Beaver County, Kane County, and Garfield County. They all make up one jurisdiction. Ms. Cottam informed the council members that we have not yet been notified the amount of money that will be received for the three counties jurisdiction. Ms. Cottam anticipates the amount of money being around \$4,500. The allocation is to be split between the three smaller counties.

IV FISCAL CONDUIT & ADMINISTRATION COSTS

The Five County Association of Governments have been handling the reporting and tracking of how funds are spent and reimbursed. Ms. Cottam indicated there are only 2% administration costs allowed, which do not pay for all of the administration and reporting costs. Ms. Cottam informed the council about program requirements to be invoiced by and make payments directly to vendors, etc. She also shared procedures for packaging program information to be submitted to the National Board with the year end report including copies of front and back of checks, vendor's itemized billing, agency reporting forms, etc. Ms. Cottam indicated the agency was used to the specifics of the reporting and that it takes less time for the Five County AOG to do all the reporting then to monitor all other agencies to do the reporting themselves and not have money pay back issues.

Ms. Susan Wiltsey-Smith made a motion to continue to have Five County AOG be our Fiscal Conduit. It was seconded by Mr. Jack Gorman.

MOTION CARRIED UNANIMOUSLY

V. ACTUAL COSTS VS PER DIEM

At the beginning of each program year, the board is required to make a decision whether we will be using actual costs or per diem. Last year's manual (we have not yet received this year's manual) lists \$7.50 to \$12.50 per diem for mass shelter reimbursement and \$2.00 for a meal. Ms. Cottam shared staff recommendation pointing out that in the past, the money has gone further when actual costs were used than when the per diem rates were used. Council members support was expressed for paying vendors directly for actual food costs.

A motion was made by Ms. Heidi Allen to except the staff recommendation to pay vendors at actual cost rather than by per diem for both food and shelter. The motion was seconded by Ms. Stephanie Hagberg.

MOTION CARRIED UNANIMOUSLY

VI. LOCAL PRIORITIES FOR FOOD & SHELTER PROGRAM

Commissioner Drake asked Ms. Cottam to lead the council members discussion listing the needs and priorities for each jurisdiction. Commissioner Drake emphasized the EFSP program objective. The Emergency Food and Shelter Program (EFSP) allocate funds to the neediest areas, to ensure fast response, and to foster a public and private sector. In the past Washington County has used money toward mass shelter, food assistance, emergency rent payments and first month rent. Ms. Cottam explained the proper documentation that is needed for reporting for all of the individuals receiving assistance for rent. Ms. Heidi Allen commented that most of the calls she receives with United Way Dixie are people needing assistance with rent and utilities. Commissioner Drake would like to prioritize funding to be spent toward food assistance.

Council members shared opinions regarding the greatest needs in each of the jurisdictions. The common consent was for food to be first priority in each area during the discussion. They asked if there were any other sources of funds to assist with housing issues in the region. Ms. Cottam informed the council about two housing funds that are available to providers providing some program support. These funds are Pamela Atkinson Homeless Trust Fund and Olene Walker Housing Fund. Ms. Cottam requested the council members formally prioritize the needs in each jurisdiction. Ms. Gloria Dahl commented that in Beaver County the priority needs to be food. The council established that food assistance should be the top priority in the Three County jurisdiction.

A motion was made by Ms. Susan Wiltsey-Smith to except food assistance as the top priority for the Three County jurisdiction. The motion was seconded by Ms. Gloria Dahl.

MOTION CARRIED UNANIMOUSLY

The council discussed the top three priorities for Washington County. The priorities the council discussed are as follows: 1) Food 2) Housing 3) Utilities. Commissioner Drake asked for a motion to except priorities as established for Washington County.

A motion was made by Mr. Jack Gorman to except priorities as discussed for Washington County. It was seconded by Ms. Susan Wiltsey-Smith.

MOTION CARRIED UNANIMOUSLY

The council discussed the top three priorities for Iron County. The priorities the council discussed are as follows: 1) Food 2) Housing 3) Utilities.

A motion was made by Ms. Susan Wiltsey-Smith to except priorities as discussed for Iron County. It was seconded by Ms. Tracy Garret.

MOTION CARRIED UNANIMOUSLY

VII. LOCAL RESOURCE SHARING

Ms. Nancy Neff from the Salvation Army shared information of the projects her agency has been working on. The Salvation Army does the bell ringing campaign. The bell ringers collected \$44,000 this year. The money is used to help fund the Homeless Shelter, provide money to the Community Health Center and the Doctor Free Clinic to help with prescription medications. The Salvation Army is also thinking about contributing money to provide dental care.

Ms. Heidi Allen with United Way Dixie explained that United Way is part of a National Federation. Ms. Allen informed the Board that the current chairman of the United Way board is Muriel Blake from Southwest Federal Credit Union. Ms. Allen explained that United Way is now accepting applications for the next 2 year funding cycle which is July 2010 through 2012. In the past couple of years United Way has had \$150,000 a year to allocate to local non- profit agencies. United Way raises money through several ways such as fundraisers, employment campaigning, and payroll deductions. Ms. Allen informed the council that the Mini Indy fundraiser United Way does each year with SkyWest will be taking place in March. Also another fundraiser United Way does each year is the Golf Drop at the Fair. The Mini Indy and Golf Drop are the two main sources of income United Way receives. United Way also acts as an information and referral agency and receives a lot of calls of individuals needing assistance.

Ms. Gloria Dahl is the low income advocate representative for Beaver County. Ms. Dahl manages the Beaver and Milford food pantries. Ms. Dahl is a support service case manager helping individuals get the assistance they need. Ms. Dahl informed the council she works with teens and other individuals that haven't finished high school. Ms. Dahl assists the judges on making sure the individuals are doing their community service. Ms. Dahl has assisted with 10 online divorces this past year. Ms. Dahl also helps by translating from Spanish to English and gives referrals to all different agencies.

Ms. Tracy Garret with the Volunteer Center in Iron County helps find volunteer opportunities in the Beaver, Iron, Kane, and Garfield Counties. Ms. Garret also helps find volunteers to have the opportunity to volunteer in the community.

Mr. Jack Gorman is a deacon with the Catholic Church. In the past they have run the food kitchen in the Catholic Church. The church building is being refurbished and has not been able to run the soup kitchen. Hopefully the church will be back in operation within the year but will no longer be used as a soup kitchen. Deacon Gorman explained that the church receives regular food donations which are given to Dixie Care and Share. The church also supplies food and clothing to individuals that are in need. Mr. Gorman informed the council that there are five masses that take place in Washington County. Two of the masses are in Spanish and three in English.

Ms. Stephanie Hagberg is the formerly homeless representative. Ms. Hagberg has worked with the food banks. Ms. Hagberg explained that she has worked with the VISTA program. Ms. Hagberg is also the low income representative for Washington County on the Human Services Council. Ms. Hagberg has been working with Ms. Jane Lewis helping make homemade diapers.

Ms. Ellen Nathan is representing the Jewish Community. The Jewish community has become non profit since last year. The Jewish Community has recently joined the chamber of commerce. There are about 30 families in this area that are a part of the Jewish Community. Ms. Ellen Nathan is also the President of the District 7 of the American Legend and her husband Mr. Arnie Nathan is the Commander of District 7. They serve the community all throughout Southern Utah. The American Legend is a part of Hero's at Home at Sears. Over 4000 dollars was collected this year for the veterans and active military in the form of gift certificates. Sears does not keep any of the money collected. The American Legend also does the poppies out at Harmon's.

Ms. Cottam introduced Ms. Jane Lewis with Five County. Ms. Lewis is a part of the Support Service Case Management. Ms. Lewis introduced the coupon idea and the homemade diapers. Ms. Cottam also introduced Mr. Dave Demille with the Spectrum. Ms. Susan Wiltsey-Smith is representing the Episcopal Church. The church serves both Washington and Iron Counties.

VIII. NEXT MEETING

Commissioner Drake thanked everyone for their support and called the meeting to a close. The next meeting will be held Thursday February 25, 2010 at the Five County Association of Governments Building.